PROJECT MANAGEMENT

PM- Project Management Certificate Program Fast Track
BMGT 1023
Critical path methods for planning and controlling projects, includes time/cost tradeoffs, resource utilization, considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

$725
95056
Jun 03-Jun 24
6:00 p.m.-9:30 p.m.
Central
TTh

SALES/MARKETING

INTERNATIONAL MARKETING MANAGEMENT
IBUS 1054
Note: Textbook required
Analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international export/import marketing plan. (IBUS 1354)

$299
95305
Jun 02-Aug 08
North
TBA

PRINCIPLES OF SELLING
MRKG 2033
Prerequisite: Reading level 4
This course is an overview of the selling process. Identification of the elements of the communication process between buyers and sellers is discussed as well as examination of the legal and ethical issues of organizations which affect salespeople. (MRKG 2333)

$299
95308
Jul 07-Aug 08
North
Online

Computer/IT Training

BEGIN HERE/FOUNDATIONS

KEYBOARDING ON THE PC
POFT 1010
Prerequisite: None
Note: No Textbook required
The primary input device to a computer is the keyboard. Therefore proficiency and accuracy in keyboarding is your first foundational course to all other computer classes. This course provides an introduction to fundamental keyboarding techniques such as finger position and movement, increasing speed and reducing errors. Without this course, or a typing speed of at least 20 wpm, you will not be prepared for any other computer class.

$175
95071
Jun 03-Jun 12
8:30 a.m.-12:30 p.m.
North
TTh

WINDOWS FOR THE DESKTOP
ITSC 1006
Prerequisite: Computer Concepts or equivalent knowledge.
Note: Textbook required. Flash drive recommended.
Open the Window on computer opportunities. Learn to create strong passwords, work with Windows and get help online. You will learn to work with the built-in Windows programs like WordPad and Paint. You will explore Windows Media to watch live or recorded TV or Netflix movies, play videos, listen to music and radio using an FM tuner or the internet, play and burn CDs and DVDs, and play games. After the fun stuff, then you will learn to manage your files and folders, customize your Windows settings. You will then move to the most important topic—securing your computer and your internet identity. Lastly you will learn to compose, send, retrieve, read and respond to email.

$175
95070
Jun 02-Jun 11
8:30 a.m.-12:30 pm
North
MW

To register: All campuses 281-542-2020
BUSINESS APPLICATIONS

Access- One Day
ITSW 1053
Prerequisite: Basic computer skills
Note: Textbook required; flash drive recommended
In this basic course, you will use Microsoft Access 2010 to design a simple database, build a new database with related tables, manage data in a table, query a database using different methods, design forms and generate reports.
$110  CEUs .7  HRS: 7
95094  Central  Th
Jun 05-Jun 05  8:30 a.m.-4:30 p.m.

Access-Basic Skills
ITSW 1053
Prerequisite: Windows for the Desktop or equivalent knowledge
Note: Textbook required; flash drive recommended
In this course, you will work with Access 2010, a powerful database application to store and retrieve data. You will begin with learning basic database terminology. You will learn the objects used in Access, how to construct tables, use forms to display data, create queries to select data and to format reports for data that is retrieved from the database. You will use the wizards to create different objects. You will learn relationships between tables, primary keys, date formats, and you will be able to link tables to create queries. Begin to acquire skills and knowledge to pass the optional MOS exam in Access.
$245  CEUs 2.4  HRS: 24
95085  South  Sa
Jun 14-Jul 26  9:00 a.m.-1:00 p.m.

Access: One Day-Intermediate
ITSW 1055
Prerequisite: Windows for the Desktop or equivalent knowledge; Access: One Day or equivalent knowledge
Note: Textbook required; flash drive recommended
In the first course in this series, Access: One Day, participants gained all the basic skills needed to work Access tables, relationships, queries, forms, and reports. In this intermediate level course participants will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.
$110  CEUs .7  HRS: 7
95095  Central  Sa
Jun 14-Jun 14  8:30 a.m.-4:30 p.m.

To register: All campuses 281-542-2020

Excel- Advanced Skills
ITSW 2049
Prerequisite: Excel- Intermediate Skills.
Note: Textbook required; flash drive recommended.
As a student in this course, you will learn the most important topics of Microsoft Excel 2010. You will first discuss how to analyze data with PivotTables and how to create a PivotChart report. You will then have an introductory unit on exchanging data with other programs like Word, PowerPoint and Access. From there you’ll move into the different aspects of the application such as sharing Excel files and incorporating web information. You will then go over how to customize Excel and advanced worksheet management. You will learn to audit a worksheet, create cell comments, custom autofill lists and create and apply templates. You will wrap up the course with how to program with Excel. You will be introduced to the Visual Basic editor, analyze and write code, create a main procedure then run it.
$175  CEUs 1.6  HRS: 16
95079  North  MW
Jul 21-Jul 30  8:30 a.m.-12:30 p.m.
**Excel - Basic Skills**

ITSW 1022

Prerequisite: Windows for the Desktop or equivalent knowledge.
Note: Textbook required; flash drive recommended.
In this course, you will work with Excel 2010, a powerful spreadsheet application. You will begin with preparing and formatting techniques. You will learn how to insert texts and formulas into cells. You will use simple functions. You will construct charts for your data. You will learn formatting and printing of selected ranges. You will learn about workbooks and moving data between workbooks.

$175  |  CEUs 1.6  |  HRS: 16
95074  |  North    |  MW
Jun 16-Jun 25  |  12:00 p.m.-4:00 p.m.

**Excel - Intermediate Skills**

ITSW 1046

Prerequisite: Excel Basic Skills or equivalent knowledge.
Note: Textbook required; flash drive recommended.
As a student in this course, you will learn the most important topics of Microsoft Excel 2010. First you will go over how to manage workbook data and data using tables. Next you will move onto how to analyze data. Then you will read about automating tasks. You will wrap up the course with how to enhance charts and use What-if analysis. You will gain skills to freeze columns and rows, sort data in tables using conditional formatting, to use the DGET, HLOOKUP and MATCH functions; create, run and edit macros; and to use the Goal Seek feature to perform a what-if-analysis.

$175  |  CEUs 1.6  |  HRS: 16
95077  |  North    |  MW
Jul 07-Jul 16  |  12:00 p.m.-4:00 p.m.

**Excel - One Day**

ITSW 1002

Prerequisite: Basic computing skills
Note: Textbook required; flash drive recommended
In this course you will create and edit basic Microsoft Excel 2010 worksheets and workbooks. You will learn to create basic formulas and perform basic calculations.

$110  |  CEUs .7  |  HRS: 7
95086  |  South    |  Th
Jun 12-Jun 12  |  8:30 a.m.-4:30 p.m.
95096  |  Central  |  Th
Jun 26-Jun 26  |  8:30 a.m.-4:30 p.m.

**Excel - One Day-Intermediate**

ITSW 1046

Prerequisite: Excel One Day or equivalent knowledge
Note: Textbook required; flash drive recommended
In the first course in this series, Excel - One Day, students gained all the basic skills needed to create, edit, format, and print basic spreadsheets. This continuation provides the next step: to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, students will use Microsoft Office Excel to streamline and enhance spreadsheets with templates, charts, graphics, and formulas.

$110  |  CEUs .7  |  HRS: 7
95087  |  South    |  Th
Jul 10-Jul 10  |  8:30 a.m.-4:30 p.m.
95097  |  Central  |  Th
Jul 31-Jul 31  |  8:30 a.m.-4:30 p.m.

**Integrated Software Applications**

ITSC 1009

Note: Textbook required, flash drive recommended
A study of the integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software is presented. Fundamentals of personal computer operations and the Windows operating system will be covered. (ITSC 1309)

$289  |  CEUs 6.4  |  HRS: 64
90271  |  South    |  MTWTh
May 12-May 29  |  9:00 a.m.-11:45 a.m.
95314  |  North    |  TBA
Jun 02-Aug 08  |  -
95315  |  North    |  TBA
Jun 02-Jul 03  |  -
95318  |  South    |  TTh
Jun 03-Jul 03  |  6:00 p.m.-9:35 p.m.
95316  |  North    |  TBA
Jul 07-Aug 08  |  -
95317  |  South    |  TTh
Jul 08-Aug 07  |  9:00 a.m.-12:00 p.m.

**Key to Days of Week**

- M Monday
- T Tuesday
- W Wednesday
- Th Thursday
- F Friday
- S Saturday
- Su Sunday

To register: All campuses 281-542-2020
INTRODUCTION TO DATABASE
ITSW 1007
Prerequisite: ITSC 1309 or department chair approval
Note: Textbook required
This course is an introduction to database theory and the practical applications of a database. Students will plan, define and design a database; design and generate tables, forms and reports; and devise and process queries. (ITSW 1307) $289
95319 South Online
Jun 02-Jul 03

OUTLOOK- ONE DAY
ITSW 1030
Prerequisite: Windows for the desktop or equivalent knowledge
Note: Textbook required
Learn to create new messages, schedule appointments and tasks, manage messages, create and manage contacts, and create and manage tasks and notes. Communicate and coordinate your schedule with family, friends and colleagues.
$110
95098 Central Th
Jul 24-Jul 24 8:30 a.m.-4:30 p.m.

POWERPOINT-ONE DAY
ITSW 1037
Prerequisite: Basic computing skills
Note: Textbook required, flash drive recommended
In this basic fast paced course, you will explore the PowerPoint 2010 environment and create a new presentation. You will format text on slides and add graphical objects, tables and charts to a presentation.
$110
95101 Central Th
Aug 21-Aug 21 8:30 a.m.-4:30 p.m.

QUICKBOOKS- BASIC SKILLS
ACNT 1010
Prerequisite: Basic accounting skills
Note: Textbook required, flash drive recommended
Become productive with QuickBooks as you learn to create a company and develop its chart of accounts. Learn banking procedures, how to track customers, vendors, bills, invoices, inventory, employees, and payroll, finish by learning to run reports and create graphs.
$350
95090 Central TTh
Jun 10-Jul 03 6:00 p.m.-10:00 p.m.

QUICKBOOKS ADVANCED
ACNT 1054
Prerequisite: QuickBooks Basic Skills or equivalent
Note: Textbook required; flash drive recommended
In this advanced course, you will expand your reporting knowledge as you learn how to analyze financial data using QuickReport, preset reports and graphs. You will learn to track and pay sales tax, set up and run payroll, create and write payroll checks, practice paying payroll taxes. You will create estimates and learn how to invoice from estimates. You will also learn how to set up the software to track time and mileage.
$350
95091 Central TTh
Jul 08-Jul 31 6:00 p.m.-10:00 p.m.

WORD- BASIC SKILLS
POF 1024
Prerequisite: Windows for the Desktop or equivalent knowledge
Note: Textbook required, flash drive recommended
In this course, you will work with Word 2010, a powerful application to create and format documents. You will begin with preparing and editing techniques. You will learn how to format, save and print a document. You will be using fonts, keyboard shortcuts, manipulating tabs, cut, copy, and paste text. You will learn page setup - margins, page orientation, inserting page numbers, page breaks, headers, footers, date, time, symbols and other images. You will learn to create tables, populating and formatting them. You must be able to type. Begin to acquire skills and knowledge needed to pass the optional MOS Core certification exam in Word.
$175
95072 North TTh
Jun 03-Jun 12 1:00 p.m.-5:00 p.m.

WORD-INTERMEDIATE SKILLS
POF 2025
Prerequisite: Word- Basic Skills or equivalent knowledge.
Note: Textbook required, flash drive recommended.
First, you will go over how to illustrate documents with graphics. You will learn to insert, position, size and scale a graphic. You will learn to create a text box, WordArt and draw shapes. Next, you will move on to working with themes and building blocks where you will learn to insert a sidebar and Quick Parts. Then you will learn about merging Word documents and developing multipage documents. You will understand mail merge as you create a main document, design a data source, enter, and edit records. You will add merge fields, merge data and create labels. You will wrap up the course with how to work with styles, documents, and references.
$175
95075 North TTh
Jun 17-Jun 26 12:00 p.m.-4:00 p.m.
**WORD-ONE DAY**

POFI 1024
Prerequisite: Basic computing skills
Note: Textbook required
Learn the basics of Word 2010 and be able to create and edit a simple document, format text and paragraphs, add tables, graphics, watermarks, headers and footers.

$110  CEUs .7  HRS: 7
95088  South  Th
Jun 19-Jun 19  8:30 a.m.-4:30 p.m.
95099  Central  Th
Aug 07-Aug 07  8:30 a.m.-4:30 p.m.

**WORD: ONE DAY-INTERMEDIATE**

POFI 1042
Prerequisite: Windows for the Desktop or equivalent knowledge; Word-One Day or equivalent knowledge
Note: Textbook required, flash drive recommended
In the first course in this series, Word-One Day, students gained all the basic skills needed to create a wide range of standardized business documents. This continuation provides the next step: to improve proficiency. To do so, one can customize and automate the way Microsoft Word works, and improve the quality of work by enhancing documents with customized Microsoft Word elements. In this course, participants will increase the complexity of their Microsoft Word documents by adding components such as customized lists, tables, charts, and graphics. Participants will also create personalized Microsoft Word efficiency tools.

$110  CEUs .7  HRS: 7
95089  South  Th
Jul 17-Jul 17  8:30 a.m.-4:30 p.m.
95100  Central  Th
Aug 14-Aug 14  8:30 a.m.-4:30 p.m.

**IT MANAGEMENT SKILLS**

**MICROSOFT PROJECT-INTRODUCTORY SKILLS**

ITSC 1018
Prerequisite: Project Management experience or equivalent knowledge helpful.
Note: Textbook required
Learn introductory topics needed to effectively use Microsoft Project software in home and business situations. You will learn to create a new project plan, manage project tasks and resources. Finally you will learn to finalize a plan and set it as a baseline.

$245  CEUs 1.6  HRS: 16
95093  Central  TTh
Aug 05-Aug 21  6:00 p.m.-10:00 p.m.

**NETWORKING**

**SERVER ADMINISTRATION FUNDAMENTALS**

ITNW 2051
Prerequisite: Basic computer skills
Note: Textbook required; DVD-RW disc required
Learn server fundamentals such as managing Windows Servers (including virtualization) and storage, along with monitoring and troubleshooting servers. This course also covers such topics as essential naming, directory, and print services. Students also learn of popular Windows Network Services and Applications.

$220  CEUs 2.0  HRS: 20
95082  South  TTh
Jun 03-Jun 19  6:00 p.m.-9:30 p.m.

**SECURITY**

**SECURITY FUNDAMENTALS**

ITSY 1191
Prerequisite: Basic computer skills
Note: Textbook required
Learn the vital fundamentals of security such as understanding security layers, authentication, authorization, and accounting. Become familiar with security policies, network security and protecting the server and client.

$220  CEUs 2.0  HRS: 20
95083  South  TTh
Jul 08-Jul 24  6:00 p.m.-9:30 p.m.

**WEB DEVELOPMENT**

**SHAREPOINT USER’S TRAINING**

IMED 1002
Prerequisite: Knowledge of Microsoft office Interfaces
Note: Textbook required
SharePoint is Microsoft’s web-based collaboration tool that allows users to share resources and create shared content. In this course, you will set up a team site and customize its layout and features. You will capture and organize content into libraries and lists and manage the data. You will use blogs, wikis and workspaces to connect and collaborate. You will learn to integrate the Microsoft Office applications into the site and learn to use workflows in business processes.

$550  CEUs 3.2  HRS: 32
95092  Central  MW
Jul 07-Jul 30  6:00 p.m.-10:00 p.m.

To register: All campuses 281-542-2020